



**THIRUVALLUVAR UNIVERSITY**  
**VELLORE-632 115**

No.TVU/FIN/Rate Contract/2022-23/

Date:21.10.2022

**TENDER NOTIFICATION**

Price lists in two bids system (**Separate Technical bid and Commercial bid**) are invited from the Principal Suppliers, Manufacturer of **Chemicals, Glassware, Plasticware, Laboratory Consumables and Gases** by the Registrar, THIRUVALLUVAR UNIVERSITY VELLORE - 632 115 **upto 3.00 p.m. on 07.11.2022** for entering into a Rate Contract for the year **2022-2023** for the supply of Chemicals, Glasswares, Plasticwares, Laboratory Consumables and Gases to the University Departments. Tender documents can be downloaded from University website **www.tvu.edu.in**

S.No	Name of the Tender	Tender Cost `	E.M.D. `
01	Sealed Tenders are invited for Annual Rate Contract for the procurement of Chemicals, Glasswares, Plasticwares, Laboratory Consumables and Gases	1770 (Cost 1500+ GST (18%) 270)	10000
LAST DATE FOR SUBMISSION OF TENDERS : up to 3.00 p.m. on <b>07.11.2022</b> TECHNICAL BIDS OPENING DATE : at 4.00 p.m. on <b>07.11.2022</b>			

**REGISTRAR i/c**

**Note :**

1. The tender is governed by the Tamilnadu Tender Transparency Act 1998 and 2000 as amended from time to time.
2. The tender cover should be superscribed as “Tender for the supply of Chemicals, Glasswares, Plasticwares, Laboratory Consumables and Gases to the THIRUVALLUVAR UNIVERSITY, Vellore.”
3. The Tender Fee & EMD of the quoted value against each to be enclosed in the form of DD drawn in favour of the Registrar, THIRUVALLUVAR UNIVERSITY, payable at VELLORE and shall be submitted in separate cover.
4. For Tender Terms, Conditions and schedule – log on to our website <http://www.tvu.edu.in> and can be downloaded



**THIRUVALLUVAR UNIVERSITY,**  
**VELLORE-632 115**

**General Terms and Conditions for entering into Rate Contract for  
Chemicals, Glasswares, Plasticwares, Laboratory Consumables and Gases  
for THIRUVALLUVAR UNIVERSITY, VELLORE – 632 115.**

**General Instructions:**

1. THIRUVALLUVAR UNIVERSITY, VELLORE, Tamilnadu, invites sealed bids for purchase of **Chemicals, Glasswares, Plasticwares, Laboratory Consumables and Gases** from its manufacturer/authorized dealer for financial year **2022-2023 upto 3.00 p.m. on 07.11.2022.**
2. Tender should be addressed to the Registrar, Thiruvalluvar University and should be only in sealed covers by Registered post/ or in person. Tenders received in ordinary covers without seal will not be considered. The tender is governed by the Tamilnadu Tender Transparency Act 1998 and 2000 as amended from time to time.
3. The tender cover should be superscribed as “Tender for the supply of with the words **“Rate Contract for Supply of Chemicals, Glassware, Plasticware, Laboratory Consumables and Gases** to Thiruvalluvar University, Vellore. **Due date on 07.11.2022.**

**Tender Opening:**

4. The tenders will be opened **on 07.11.2022 at 4.00 P.M.** in the presence of the tenderers who are at present. Tenders received late will be returned to the tenderer unopened.
5. The entries in the tender schedule shall be as for as possible without scoring, corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.
6. In the tender schedule the tenderer should quote his discount for each item in separate sheet as per the format in figures and words in the corresponding column.
7. If the discount quoted in the schedule differs in words and figures, the highest discount rate will be taken. The unit rate shall be as per the price list given by the manufacturer.
8. The tender is in two-bid system i.e. Technical & Financial contains specification; and allied Technical details and the Price Schedule. The technical bid will be opened on the designated date by the REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE. The financial bid, **containing the discount percentage** will be opened on a suitable date, will be intimated later by the REGISTRAR, THIRUVALLUVAR UNIVERSITY in respect of those who qualify the terms and conditions of the technical bid.

## **Eligibility Criteria :**

9. The Bidder's Firm should have been in existence for a minimum period of 3 years. (Copy of Certificate of Incorporation/ Registration Certificate of the Firm to be submitted). Copy of the PAN card of the firm. Copy of the IEC Code certificate (if applicable). Copy of the GSTN Registration. The Bidder must not be blacklisted/banned/suspended or have a record of any service related dispute with any organization in India or outside.
10. The Bidder should have 3 or more Rate Contracts with CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs / Central Universities / DRDO / CFTI/ Govt. Organization in the past three years for similar items of this tender. Copies of such rate contracts must be enclosed with the offer.
11. The Bidder should have filed ITR for the last Three financial years i.e., FY **(2019-20, 2020-21 & 2021-22)** (Copy of the ITRs and filed acknowledgement to be submitted). If the Bidder is a local distributor/dealer/stockist, it is mandatory to attach authorization certificate along with the bid from the manufacturing company.
12. Each tender shall be accompanied with the Tender cost of Rs. **1770 /- (cost 1500+ GST (18%) 270)** in the form of DD drawn in one of the Nationalized Banks in the name of "Registrar, THIRUVALLUVAR UNIVERSITY" payable at VELLORE. Or the tender cost amount shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan. Cheques and Bank Guarantees will not be accepted.
13. Tender fee **Rs. 1770/-** will be Non-refundable amount of and the tenders submitted without tender cost shall liable to be rejected summarily.
14. The technical bid and the financial bid should be sealed by the bidder in separate covers super- scribed "**Technical bid for Supply of Chemicals, Glasswares, Plasticwares, Gases & other Laboratory Consumables**" and "**Financial Bid for supply of Chemicals, Glasswares, Plasticwares, Gases & other Laboratory Consumables**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Rate Contract for Supply of Chemicals, Glasswares, Plasticwares, Gases & other Laboratory Consumables**". The "Technical Bid" will be analyzed and 'Financial Bid' **containing the discount percentage** of only those firms who are found eligible in 'Technical Bid' will be opened in due course and the eligible firms would be intimated there of accordingly.
15. Any conditional tender shall be rejected summarily.
16. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. THIRUVALLUVAR UNIVERSITY shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the

University which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed / Late Bids will not be accepted, at any circumstances.

17. Each tender shall be accompanied with the EMD of **Rs.10,000** in the form of DD drawn in one of the Nationalized Banks in the name of “REGISTRAR, THIRUVALLUVAR UNIVERSITY” payable at VELLORE or the EMD amount shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan. Cheques and Bank Guarantees will not be accepted.
- a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the institute in respect of any previous work will be pertained.
  - b) Tender shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the THIRUVALLUVAR UNIVERSITY, VELLORE.
  - c) The Tenders without Earnest Money will be summarily rejected.
  - d) The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (copy of registration must be provide along with)
  - e) No Claim shall lie against the REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE in respect of erosion in the value or interest on the amount of EMD.
  - f) The EMD, in case of successful bidders shall be returned after submission of performance security and in case of unsuccessful Bidders shall be retained by the Purchaser, upto a maximum period of 6 months from the date of opening of the Bids or till the finalization of the tender, whichever is later. The bid security shall be refunded to the unsuccessful tenderers on written request. No interest will be payable by the THIRUVALLUVAR UNIVERSITY, VELLORE authorities on the EMD.
  - g) In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.
18. The Manufacturers (OEMs) / principals offering for the Rate Contract may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers/stockiest has been nominated by the principal, the bills raised by them against our purchase order will be accepted.
19. Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
20. The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative

attending the opening of the tender on-behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification.

**Submission of Tenders:**

21. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of THIRUVALLUVAR UNIVERSITY, VELLORE (<http://www.tvu.edu.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
22. Printed & bound price list for 2022-23 (Both hard copy and soft copy) duly signed & certified by authorized signatory must accompany the tender. Photocopy of the price list and price list in spiral binding will not be accepted. The price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by authorized signatory.
23. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
24. Trade discount along with certificate certifying that higher discount is not given to any other Department/Organization/Institution than offered should be enclosed with Financial Bid. In case of discrepancy between unit price & total price, the unit price shall prevail.
25. The percentage of discount quoted by each firm in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.
26. A Certificate to be given by the tenderer that the price list supplied is the only one in circulation.
27. In case the price list for the previous year is still valid for the entire period of rate contract for the year 2022-2023 a certificate to this effect may please be furnished duly signed by the authorized signatory.
28. Authorization certificate in respect of foreign firms duly self-attested and showing validity period may be submitted.
29. Individual signing the tender or other documents connected with contract must specify whether he sign as:
  - (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
  - (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contract on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the

partners of the firm.

- (c) The Head or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

30. The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

**Technical Bid:-**To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria:-

- (a) Valid registration certificate of the firm of the Govt./State Govt.
- (b) Duly filled format of Technical Bid
- (c) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- (d) Price list of the items from the Principal
- (e) Manufacturer Authorization Certificate from the principal must be attached by Bidder.
- (f) PAN number with document
- (g) GST with document
- (h) The bidder shall be a Manufacturer / Distributors / Suppliers / Agents.
- (i) Financial Status: - The average annual turnover from similar jobs, of the quoting firm should not be less than 1 crore in the last three consecutive years. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
- (j) The Technical bid should be accompanied by Demand draft of Rs.1,770/- (inclusive of GST)(non-refundable) against tender fee and Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) for EMD in favour of "REGISTRAR, THIRUVALLUVAR UNIVERSITY" payable at VELLORE or the EMD amount shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan.
- (k) Copy of Income Tax Return Acknowledgement for last Three years.
- (l) Copy of PAN Card.
- (m) Copy of GST registration certificate.
- (n) Registration with Excise Department, Govt. of India. The industries situated in excise free zones will be exempted from registration provided they produce the copy of appropriate notification.
- (o) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
- (p) The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.

**Financial Bid:**

(a) Price Bid Form, the percentage of the discount of Price must be quoted as per format specified, failing which tender shall be summarily rejected.

31. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, THIRUVALLUVAR UNIVERSITY, VELLORE may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
32. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**
33. The award of the tender shall be made strictly in accordance with the Tamilnadu Transparency Tenders Act 1998 and Rules 2000 and no deviation will be made.
34. The THIRUVALLUVAR UNIVERSITY, VELLORE reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The THIRUVALLUVAR UNIVERSITY, VELLORE reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
35. Enlistment under Rate Contract with this Institute does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm
36. The tenderer whose tender has been accepted will be notified by the Tender Accepting authority, in writing.
37. For Successful tenderer, EMD will be converted to Security Deposit and will be retained with Thiruvalluvar University until the expiry or termination of the rate contract without interest.
38. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contractor for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations under the contract.
39. In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/job without assigning any

reason there of and nothing will be payable by THIRUVALLUVAR UNIVERSITY, VELLORE in that event the security deposit shall also stands forfeited.

40. If any conflict or difference arises concerning this agreement, its interpretation on payment to be made there- under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by The REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

**OTHER CONDITIONS:**

41. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of THIRUVALLUVAR UNIVERSITY, VELLORE, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

42. Delivery of goods shall be made by the supplier within 30 days of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of **goods within one or two weeks** of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.

43. Supply of material will have to be completed within 30 days or period mentioned in the purchased order. The liquidated damages charges @0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

44. The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s).

45. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work.

46. If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in tender, The Registrar, THIRUVALLUVAR UNIVERSITY, VELLORE reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from



- alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.
47. The contractor shall submit the bill only after supply of the material to the satisfaction of the THIRUVALLUVAR UNIVERSITY, VELLORE, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected.
  48. The agreement shall be deemed to have been concluded in **VELLORE** and all obligations hereunder shall be deemed to be located at **VELLORE** and Court within **VELLORE** will have Jurisdiction to the exclusion of other courts.
  49. The tender is initially for financial year 2022-2023 and may be extended till new Rate Contract gets final, if required.
  50. THIRUVALLUVAR UNIVERSITY, VELLORE shall, however, reserve the right to terminate the contract at any time without assigning any reason.
  51. The items will have to be supplied at THIRUVALLUVAR UNIVERSITY, VELLORE. No transportation/ cartage charges will be provided for the same. The firm may supply the required items as per unit price mentioned in the pricelist.
  52. The articles should be securely packed to avoid damages etc. in transit.
  53. The REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
  54. In case a proposal is accepted the supplier/principal will have to sign an agreement deed with us on a non-judicial stamp of appropriate value while entering into rate contract.
  55. The material shall be delivered at THIRUVALLUVAR UNIVERSITY, VELLORE with remaining shelf-life of at least 75% of the stipulated total shelf-life from the date of manufacturing of that product.
  56. Order shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by THIRUVALLUVAR UNIVERSITY, VELLORE.

57. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at anytime, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to THIRUVALLUVAR UNIVERSITY, VELLORE.
58. In case the quality of goods supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE, reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
59. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
60. The Discount which will be offered by the manufacturer/authorized distributors on the manufacturer's price list for the year 2022-23 may be mentioned. Firms must offer a flat discount rate on all items instead of separated is count on different items like culture media, chemicals etc.
61. Authorization letter from the manufacturer for the current financial year should be submitted along-with quotation, failing which quotations will not be considered. The rate of GST should be mentioned clearly.
62. The THIRUVALLUVAR UNIVERSITY, VELLORE reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.

**63. Special Conditions:**

- (a) Freight, insurance charges, if any will be borne by the supplier, Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.
- (b) GST and other Govt. levies will be paid extra as applicable by the supplier.
- (c) Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway / road transport.
- (d) Payment of the bill will be made preferably after receipt of the goods in satisfactory condition.
- (e) No revision in rate (on higher side) will be accepted during contract period.
- (f) Order will be placed as per requirement, irrespective of value of the order.
- (g) Supply should be made in full against the order and shortage will be procured from other supplier on the risk and cost of the original supplier.
- (h) Supply should be made from the latest batch of production with maximum life period & original packing.

- (i) While submitting the tender document, the tenderer should sign on each page of the tender document.
- (j) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

64. The near relatives of employees of THIRUVALLUVAR UNIVERSITY, VELLORE are prohibited from participation in this tender. The near relative for this purpose are defined as:

- (a) Members of a Hindu undivided Family.
- (b) Their spouses
- (c) The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in-law.

**Inspection:**

- (a) THIRUVALLUVAR UNIVERSITY, VELLORE shall have the right to inspect and/or to test the goods to confirm their conformity to the THIRUVALLUVAR UNIVERSITY, VELLORE Tender Specifications at no extra cost to the THIRUVALLUVAR UNIVERSITY, VELLORE right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by THIRUVALLUVAR UNIVERSITY, VELLORE prior to the goods shipment.
- (b) The REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
- (c) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

**The Registrar i/c.**

**TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.**

(Tenderer may use separate sheet wherever required)

<b>S.No.</b>	<b>Details of the Firm / Bidder</b>	<b>Page No.</b>	<b>Remarks</b>
1.	Name & Address of the Manufacturer/Authorized Distributor		
2.	Whether the Firm is located in VELLORE (Yes/No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: (or) Remittance in our University A/c UTR No., Date of remittance. Name of the Bank & Branch Amount: (Rupees... ..)		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: (or) Remittance in our University A/c UTR No., Date of remittance. Name of the Bank & Branch Amount: (Rupees... ..)		
6.	Copy of Registration of firm		
7.	Copy of GST Registration		
8.	Copy of PAN/TAN Card		
9.	Authorization certificate from the manufacturer/principal		
10.	Authorization certificate for Distributors/Dealer		
11.	Certificate for No Deviation		
12.	Certificate for Price Justification		

13.	Non Blacklisting Certificate		
14.	Copy of Income Tax Return for last 3 years		
15.	Whether each page of tender and its annexure have been signed and stamped		
16.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
17.	Drug License (If applicable on any item given in technical bid)		
18.	Quality Assurance Certificate (Please specify)		
19.	Have you previously supplied these items to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		
20.	Proof of the last three year's turnover of the quoting firm Which should not be less than Rs. One (01) Crore only continuously for the preceding last three years		
21.	GST Registration No.		
22.	TIN No. with Proof		
23.	Whether copies of authenticated balance sheet for the past three years enclosed		
24.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of Taking orders and making arrangement for supply of the desired items.		
25.	Any other information important in the opinion of the tenderer		

- **Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.**
- **In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

(Dated Signature of the Tenderer with stamp of firm)

Date  
Place

### **UNDERTAKING**

1. That I/we have carefully studied all the terms & conditions of tender and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the **THIRUVALUVAR UNIVERSITY, VELLORE**.I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

## **NON BLACKLISTING CERTIFICATE**

*[To be submitted on letterhead]*

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central/ State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by **the REGISTRAR, THIRUVALUVAR UNIVERSITY, VELLORE** and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and **THIRUVALUVAR UNIVERSITY, VELLORE** may imposed any action as per tender rules.

Date :

Place :

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

## **CERTIFICATE OF PRICE JUSTIFICATION**

*[To be given on letter head]*

**Tender No.:**

I/We, M/s. \_\_\_\_\_ Certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER



## **CERTIFICATE OF NO DEVIATION**

*[To be given on letter head]*

**Tender No.:**

I/We, M/s \_\_\_\_\_ hereby certify that notwithstanding any contrary indication/conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of THIRUVALLUVAR UNIVERSITY, VELLORE tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in THIRUVALLUVAR UNIVERSITY, VELLORE tender specification with associated amendments & clarification

*[Signatures of the Bidder with Name, Designation & Company's Seal]*

**FORMAT FOR MANUFACTURER'S AUTHORISATION**

Dated:

To,  
THE REGISTRAR,  
THIRUVALLUVAR UNIVERSITY,  
VELLORE - 632 115

Reference: TenderNo. \_\_\_\_\_, Dated: // \_\_\_\_\_ for Rate  
Contract for Supply of Chemicals, Glasswares, Plasticwares, Gases and  
other Laboratory Consumables.

Subject: Manufacturer's Authorization Letter

Dear Sir,

Ref. Your Tender No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are  
proven and reputable manufacturers of \_\_\_\_\_ (name and  
description of the Items offered in the Quotation) having  
factories at \_\_\_\_\_, hereby authorize Messrs. \_\_\_\_\_ (name and  
address of the agent) to submit a Quotation, process the same further and enter into a  
Rate Contract with you against your requirement as contained in the above referred  
Quotation Form for the above items manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.  
\_\_\_\_\_ (name and address of the above  
agent) is authorized to submit a tender, process the same further and enter into a Rate  
Contract with you against your requirement as contained in the above referred  
Quotation Form for the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of  
supply contract placed on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we  
would have quoted directly.

Yours faithfully,

[Signature with date, name and designation]  
For and on behalf of Messrs -----  
[Name & address of the manufacturers]

**Note:-**

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

## **FORMAT FOR DISTRIBUTOR'S AUTHORIZATION**

Dated:

To,

THE REGISTRAR,  
THIRUVALLUVAR UNIVERSITY,  
VELLORE – 632115.

Reference: TenderNo. \_\_\_\_\_, Dated: // \_\_\_\_\_ for \_\_\_\_\_ Rate  
Contract for Supply of Chemicals, Glasswares, Plasticwares, Gases and other  
Laboratory Consumables.

Subject: Distributor's Authorization Letter

Dear Sir,

With reference to above mentioned Rate Contract, we wish to inform you that our below mentioned distributor is authorized to receive orders, to make the supplies, to raise the invoices for products manufactured/marketed by [Name of Manufacturer] and collect the payments thereof on our behalf.

1. Name of the firm :
2. Complete Address :
3. Contact Person :
4. Contact No.: :
5. Email ID: :

You are kindly requested to place your valuable orders and to make payment directly to our authorized distributor for prompt supply.

This authorization will remain valid for whole contract period.

*[Signature with date, name and designation]*

For and on behalf of Messrs. \_\_\_\_\_  
[Name and address of Manufacturer]

### **Note:-**

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

**List of Brand/ Make Laboratory Chemicals, Glasswares, Plasticwares, Gases  
and other Laboratory Consumables:**

<b>S. No.</b>	<b>Brand/Make</b>	<b>S. No.</b>	<b>Brand/Make</b>
1	Crystallization reagents from Molecular Dimensions. Dealers- SPTLABTECH	65	GE Healthcare (GE Healthcare, USA)
2	R&D systems	66	SIGMA
3	RayBiotech	67	MERCK
4	Elabscience	68	GENAXY
5	GeneXplore	69	J. T. Baker
6	Xcelris labs limited	70	HIMEDIA
7	Bionivid	71	ABCAM
8	SD Fine (SD Fine Chemicals India Pvt.Ltd.)	72	Imperial Life Sciences
9	Hi Media	73	VWR
10	SRL (Sisco Research Laboratory Pvt.Ltd.)	74	V.W.R. Avantor imported
11	Sigma	75	RANKEM
12	Genei	76	Santa cruz Biotechnology
13	Merck (Local)	77	GeNei
14	Merck (Imported)	78	NEB
15	Fermentas	79	TCI Chemicals
16	Puregene	80	AVANTOR
17	Gilson	81	PROLAB
18	FALCON	82	Rohem
19	INVITROGEN THERMO Scientific	83	CYTIVA (GE Healthcare life science Formerly)
20	Xcelris	84	CORNING
21	Lonza	85	Cayman
22	Lonza (USA)	86	BIO-RAD
23	NEW England Biolab	87	B.R Biochem
24	Biorad	88	Novus
25	Thermo Fischer	89	SD Fine
26	Thermo Fisher	90	MP Biomedical
27	Roche	91	Sino biological
28	Applied biosystem	92	Santa Cruz
29	Sigma Aldrich (Sigma Aldrich Chemicals Pvt. Ltd.)	93	Abgenex
30	Merk	94	Biolegend
31	Cell Signaling Technologies (CST)	95	Abnova
32	Thermo Fisher Scientific	96	Promega
33	Thermo Fisher Scientific, USA	97	Invitrogen
34	Abcam	98	Elabsciences
35	BD biosciences	99	Qiagen
36	Enzo	100	Qiagen, USA

37	Genetix	101	QUIAGEN
38	Genetix Biotech Asia Pvt. Ltd.	102	Qaigen,USA
39	HyClone	103	Fisher Scientific
40	Ray Biotech	104	Fisher Chemicals
41	Roche	105	Fisher Scientific, USA
42	PeptoTech	106	Eurofin
43	Cayman	107	EUROFINS
44	R & D Systems	108	Eurofins Genomics
45	Avantor	109	Pallav
46	Everon	110	Labman/Wensar
47	Biovision	111	Rescholar
48	Laser	112	Eutech; Antech; Jeiotech; Reagacon
49	G Biosciences	113	Aczet
50	Zymo research	114	Shimedzn
51	Chromus Biotech Pvt. Ltd.	115	Almicro
52	Applied bio systems	116	Moxcare
53	Novogen	117	Scientific
54	Qualigens	118	Leonid
55	TCI chemicals	119	Banglore Genie, India
56	Astron	120	Eppendorf
57	Finer	121	Takara
58	Finar	122	DSS Takara (Clonotech)
59	Loba	123	Tempo
60	LobaCheme	124	Hanna
61	LOBA CHEMIE	125	Avara
62	Molychem	126	CDH
63	Alfa Aesar	127	HPLC
64	TCI chemicals Pvt. Ltd.	128	Sequencing
		129	Cell Culture

#### List of Companies for Laboratory Glassware:

S. No.	Brand/Make	S. No.	Brand/Make
1	Borosil	14	VWR Avantor
2	Hi-Media	15	Tarson
3	SRL	16	Schott-duran
4	Corning	17	Tensil Lab Glass
5	Ranchem	18	J-Sil
6	VWR	19	Cole-Parmer
7	Glassco	20	Thermo Fisher Scientific (Life Science)
8	Omsons	21	J. J. Labware
9	ASGI	22	JSGW
10	Sabar Scientific	23	Hamilton
11	Genexy	24	Supertek
12	Geneie	25	Durasil
13	Rankem India Glass	26	Duran

**List of Companies for Laboratory Plasticware:**

<b>S. No.</b>	<b>Brand/Make</b>	<b>S. No.</b>	<b>Brand/Make</b>
1	Tarson	23	Cole Parmar Pvt. Ltd.
2	Vwr	24	G E health care, USA
3	Axisafe	25	Whatman
4	J Sil	26	Sartouries
5	Thermo Fisher Scientific (Life Science)	27	Ginger
6	Genetix Biotech Asia P. Ltd	28	Crystallization plasticware from Molecular Dimensions. Dealers-SPTLABTECH
7	Invitrogen Thermo	29	GENETIX
8	Genei Laboratories Pvt. Ltd.	30	MDI
9	APS Life tech	31	HI Media
10	AxivaPvt.Ltd.	32	Genaxy
11	Thermo Fisher	33	Avantor
12	Riviera Duran	34	Falcon
13	SPL (Genetix)	35	Eppendorf
14	Genexy Scientific Pvt. Ltd.	36	TPP
15	Sigma Aldrich	37	SIGMA
16	Falcon Corning	38	MERK
17	AbdosLabtechPvt Ltd	39	BD BIOSCIENCES
18	Appendorff	40	Nunc
19	Axygen	41	Corning
20	Polylab	42	Labware
21	BR Biochem	43	PlastiX labs
22	Biolite (Thermo Fisher)	44	Kasablanka

**List of Gas**

<b>Sr. No.</b>	<b>Name</b>
1	Refilling of Liquid Nitrogen Gas
2.	Oxygen
3.	Helium
4.	Argon
5.	Nitrogen
6.	CO2
7.	NH2
8.	Argon + Hydrogen Mixed Gas
9.	Nitrogen + Hydrogen Mixed Gas
10.	Liquid Nitrogen
11.	Dewar for strong Liquid Nitrogen

## FINANCIAL BID FOR CHEMICALS

**To**

THE REGISTRAR,  
THIRUVALLUVAR UNIVERSITY,  
VELLORE- 632 115

Sir,

I/We M/s. \_\_\_\_\_ wish to submit our Rate Contract for supply of Chemicals at THIRUVALLUVAR UNIVERSITY, VELLORE on following rates.

Chemical :

S. No.	Brand/Make	% of discount quoted by the firm on their printed price list	
		In Figures	In Words

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

**Note :** For different brands or make please submit different price schedules. (one price schedule for each brand)

Date:

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

**FINANCIAL BID FOR GLASSWARES**

To

THE REGISTRAR,  
THIRUVALLUVAR UNIVERSITY,  
VELLORE-632 115

Sir,

I/We M/s. \_\_\_\_\_ wish to submit our Rate Contract for supply of Glasswares at **THIRUVALLUVAR UNIVERSITY, VELLORE** on following rates.

Glassware :

S. No.	Brand/Make	% of discount quoted by the firm on their printed price list	
		In Figures	In Words

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

**Note :** For different brands or make please submit different price schedules. (one price schedule for each brand)

Date:

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_



**FINANCIAL BID FOR PLASTICWARES**

**To**

THE REGISTRAR,  
THIRUVALLUVAR UNIVERSITY,  
VELLORE-632 115

Sir,

I/We M/s. \_\_\_\_\_ wish to submit our Rate Contract for supply of Plasticwares at **THIRUVALLUVAR UNIVERSITY, VELLORE** on following rates.

Plasticware :

S. No.	Brand/Make	% of discount quoted by the firm on their printed price list	
		In Figures	In Words

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

**Note :** For different brands or make please submit different price schedules. (one price schedule for each brand)

Date:

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

**Financial Bid for Gases**

**To**

THE REGISTRAR,  
THIRUVALLUVAR UNIVERSITY,  
VELLORE- 632 115

Sir,

I/We M/s. \_\_\_\_\_ wish to submit our Rate Contract for supply of Gases at **THIRUVALLUVAR UNIVERSITY, VELLORE** on following rates.

Gas:

S. No.	Brand/Make	% of discount quoted by the firm on their printed price list	
		In Figures	In Words

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

**Note :** For different brands or make please submit different price schedules. (one price schedule for each brand)

Date:

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

## Financial Bid for Laboratory Consumables

To

THE REGISTRAR,  
THIRUVALLUVAR UNIVERSITY,  
VELLORE-632 115

Sir,

I/We M/s. \_\_\_\_\_ wish to submit our Rate Contract for supply of Laboratory Consumables at THIRUVALLUVAR UNIVERSITY, VELLORE on following rates.

Laboratory Consumables:

S. No.	Brand/Make	% of discount quoted by the firm on their printed price list	
		In Figures	In Words

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

**Note :** For different brands or make please submit different price schedules. (one price schedule for each brand)

Date:

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

## FORMAT FOR PERFORMANCE BANK GUARANTEE

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)**

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT VELLORE) OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT VELLORE OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT VELLORE. GUARANTEE/BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTABLE.)

To,  
The Registrar  
Thiruvalluvar University,  
Serkkadu, Vellore – 632 115

### **LETTER OF GUARANTEE**

WHEREAS **THIRUVALLUVAR UNIVERSITY, VELLORE**(Buyer) have invited Tenders vide Tender No..... Dt. .... for purchase of **Chemicals, Glassware, Plasticware, Gases& other Laboratory Consumables** the said tender document requires that any eligible successful tenderer (seller) wishing to supply the Chemicals, Glasswares, Plasticwares, Gases & other Laboratory Consumables etc. in response there to shall establish an irrevocable Performance Guarantee Bond in favour of **“REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE”** in the form of Bank Guarantee for Rs.....and valid till ..... [90 **(ninety) days** beyond the date of completion of the installation, commissioning and all other contractual obligations of the supplier including the free warranty period, may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.]

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to **THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE** on demand and without protest or demur Rs.....(Rupees. ).

This bank further agrees that the decision of **THIRUVALLUVAR UNIVERSITY, VELLORE**(Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or **THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE** (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs ..... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to \_\_\_\_\_(date)and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if University serve upon us a written claim or demand on or before\_\_\_\_(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at .....situated at ..(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**FORMAT FOR AGREEMENT**

THIS AGREEMENT made on the ..... day of ..... 2022 between The REGISTRAR, THIRUVALLUVAR UNIVERSITY, VELLORE – 631 115, (here in 'The Purchaser') of the one part and ..... (Name of the Supplier) of ..... (Address of the Supplier) (here in after called "the Supplier") of the other part.

WHEREAS the Purchaser is desirous of procuring Chemicals, Glasswares, Plasticwares, Labwares and Gases as per the tender reference No. .... and has accepted a bid by the Supplier for the supply of Chemicals, Glasswares, Plasticwares, Labwares and Gases to THIRUVALLUVAR UNIVERSITY, VELLORE- 632 115. The percentage of discount by the Supplier on the catalogue prices for the 2022-23 ..... (Percentage in words).

THE AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Tender referred to, and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form, be read and construed as part of this Agreement, Viz,
  - a. The letter of Acceptance issued by the purchaser
  - b. The Notice inviting Tender
  - c. The Supplier's bid including enclosures, appendixes, documents, Price Catalogues etc.
  - d. The Tender Document including various Terms and Conditions.
  - e. Any other document listed in the Tender document.
3. In consideration of the payments to be made by the Purchase to the Supplier within 45 days from the date of delivery and acceptance by concerned department / section.
4. The Annual Rate Contract shall remain valid for minimum period of ..... from the date of award of contract

IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year

Signed, sealed and Delivered by the said ..... (For the Purchaser) in the presence of .....

Signature

Name and Address

Signed, sealed and Delivered by the said ..... (For the Supplier) in the presence of .....

Signature

Name and Address

**Bank details of the Tenderer for refund of EMD & for making payment in case L-1**

Name of the Beneficiary (fill in Capital Letter) As per Bank account															
Bank Account No. (Beneficiary)															
Name of the Bank:															
Name of the Branch															
Swift Code/BIC Code (of needed)															
PAN No.															
Mobile No.															
Email ID:															

Date & Seal

Name and Signature of the competent authority of the firm